

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
OLDER ADULT SYSTEM OF CARE**



**TRANSFER OPPORTUNITY – DMH Employees Only**  
**Community Worker/Parent Advocate**

The West Los Angeles Service Area 5 Administration is seeking candidates who are interested in the position of a Parent Advocate. The Parent Advocate will provide support and resources to parents and caregivers, and provide administrative support to the West LA Area Administration Office and its various programs, including the Full Service Partnership (FSP) Child & TAY Navigation program and the Wraparound program.

**ESSENTIAL JOB DUTIES:**

- Provide support and advocacy as well as resources to parents who are overwhelmed by complex institutional systems (i.e., schools, mental health, the courts)
- Help empower parents/caregivers on how to advocate for themselves and their families
- Facilitate self-help parent support groups such as Trainings, Parent/Child Workshops, Resource Fairs
- Attend community meetings and report on the parents perspective, also bring back information to the Impact/ISC teams and report on events going on in the community
- Collaborate with countywide parent advocates and other advocates/partners from different systems
- Assist and support the SA5 Navigators, particularly the Child/TAY FSP and Wraparound programs
- Provide various support functions to the Navigation Team and assist in the maintenance of various tracking logs via the SRTS and IBHIS
- Attend various countywide and SA5 meetings including the Consortium of Advocates and Parent Partners (CAPP) meetings, Parent Advocate Meetings (PA), Navigation Meetings, SA5 Child & TAY Impact Unit meetings, Wraparound Interagency Screening Committee (ISC) Meetings, Lead Wraparound Meetings, and the SA4/5 Lion Meeting, and as assigned
- Complete special assignments as part of the SA 5 Admin team, as needed

**DESIRABLE QUALIFICATIONS:**

- Ability to connect and respond effectively to sensitive client and family issues
- Experience or knowledge and familiarity of children's mental health issues and resources
- Familiarity with accessing and coordinating community resources
- Familiarity or experience working with state/county entities, such as DCFS, Probation, and the court system
- Strong organizational skills and the ability to multi-task and establish priorities for assignments
- Strong verbal and written communication skills with attention to detail
- Strong computer skills in Microsoft Word, Excel, Outlook, and Internet knowledge
- Ability to work independently and as a team player

Interested applicants who are currently holding the payroll title of Community Worker may submit their resume, last two (2) performance evaluations and last two (2) years of master time cards by **5:00 PM on Monday, August 30, 2015 to:**

Lizette Espinoza  
Telephone: 310-482-6606  
Fax: 310-313-0813

[aespinoza@dmh.lacounty.gov](mailto:aespinoza@dmh.lacounty.gov)

11303 W. Washington Blvd. Ste. 200, Los Angeles, CA 90066